

STUDENT AID AWARENESS WORKTEAM AGENDA

June 13, 2001 9:00 – 11:00

DESIRED OUTCOMES-

- Understanding of goals and objectives to be accomplished so that we know how to move forward
- Clarification of items on brainstormed list of possible outreach activities and agreement on 3-5 outreach activities to be undertaken for remainder of FY-01 and 02
- Preliminary development of budget for outreach activities
- Agreement on status reporting tool to use
- Understanding of and commitment to Program Management approach
- Agreement on next steps

<u>WHAT</u>	<u>HOW</u>	<u>WHO</u>	<u>WHEN</u>
START-UP-	<ul style="list-style-type: none">• Context• Desired Outcomes• Agenda• Clarify discussions from last meeting	Heather	9:00- 9:10
OUTREACH GOALS AND OBJECTIVES	<ul style="list-style-type: none">• Check for understanding and agreement• Agree on measurement criteria	Hazel	9:10- 9:30
OUTREACH ACTIVITIES	<ul style="list-style-type: none">• Discuss selected items on:• Brainstormed-list – add items, if appropriate• Prioritize list• Agree on type of outreach activities• Discuss impact on other units within SAA• Discuss steps to get to '01-'02 goals	Hazel	9:30-10:25
PROGRAM MANAGEMENT APPROACH	<ul style="list-style-type: none">• Present Program Management methodology• Agree on approach	Heather	10:25- 10:30
STATUS REPORTING TOOL	<ul style="list-style-type: none">• Present status reporting “tool”• Agree on use of tool.	Heather	10:30-10:40
PRELIMINARY BUDGET DEVELOPMENT	<ul style="list-style-type: none">• Understanding of current budget for FY-01 and draft submission for FY-02• Check for additions, changes, agreement	Linda	10:40-10:50
CLOSE-	<ul style="list-style-type: none">• Next Steps• +/-Δ	Heather	10:50-11:00

THINGS TO DO-

- Review and bring to the meeting the following documents –
 - Draft long- and short-term objectives
 - Short-term action plan
 - Brainstormed-list of outreach activities
 - FY-01 and draft FY-02 budget
 - Planners to determine next group meeting